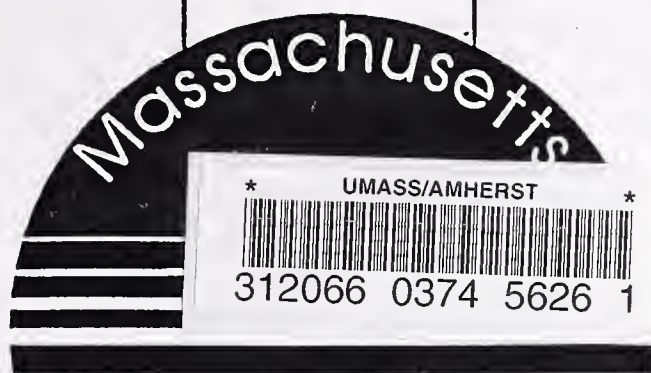


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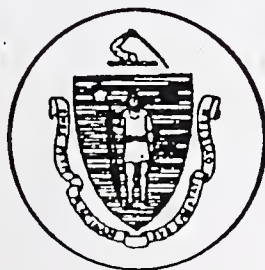
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Request for Proposals

Competitive Grant

**Young Adults with Learning
Disabilities Project:**

**Regional Centers of
Development**



October 1994

Massachusetts Board of Education

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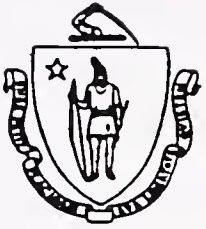
Publication # 17632-24-250-10/94-DOE

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The Commonwealth of Massachusetts Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (617) 388-3300
TTY: N.E.T. Relay 1-800-439-2370

October 14, 1994

Dear Adult Education Providers,

I am pleased to share with you information about a competitive Request for Proposals to establish Regional Centers of Development for the newly-funded Young Adults with Learning Disabilities Project.

In keeping with the unified grants process adopted by the Department of Education, this Request for Proposals offers programs an opportunity to respond to the needs of young adults with learning disabilities in a way that encourages cohesive planning, regional program coordination and systemic change.

The goal of the project is to develop a statewide strategy for addressing the needs of 16-21 year old adults with learning disabilities. This initiative will develop the necessary training to prepare the adult education staff in centers across the state to strengthen their capacity to assist adult students in achieving their educational goals.

Thank you for your interest as we continue to work together to provide needed educational services to adults in Massachusetts.

Sincerely,

A handwritten signature in cursive script that reads "Robert V. Antonucci".

Robert V. Antonucci
Commissioner of Education



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OVERVIEW OF THE COMPETITIVE GRANTS PROCESS

This request for proposals contains the purpose, priorities and information about technical assistance and training, grant submission and proposal review for **The Young Adults with Learning Disabilities Project: Regional Centers of Development**.

The Program Description is designed to assist applicants to relate the expected results of the grant program to the program purpose and to tie planned activities to program priorities. The section on eligibility is intended to assure that only those programs meeting the necessary criteria will apply, while the funding section provides the funding level and number of programs to be funded. This information should enable grant applicants to assess their chances to preclude programs taking time to apply if they do not have a realistic chance of success.

The Application includes the Department's Standard Application for Program Grants. It is comprised of:

- Part I: Grant Descriptor Information**
- Part II: Budgetary Information**
- Part III: Statistical Information (not applicable for this grant)**
- Part IV: Program Information, a narrative based on five questions reflecting Department criteria essential to the decision-making process.**

The last major section of the RFP addresses technical assistance and training, grant submission and the review process.

PROGRAM DESCRIPTION

Name of Grant Program: The Young Adults with Learning Disabilities Project:
Regional Centers of Development

Fund Code: 245

Purpose: To establish five Regional Centers of Development who, in cooperation with the Department of Education, will develop the statewide Young Adults with Learning Disabilities Project. These five centers will cooperatively develop and pilot teacher training models which will prepare adult education practitioners to better address the needs of young adults with learning disabilities in the area of diagnosis, instruction and curriculum modification.

Priorities:

- Recruit a multidisciplinary team comprised of professional staff and students from two Adult Learning Centers actively engaged in providing literacy instruction to 16-21 year olds with learning disabilities.
- Design teacher training models for diagnosis, instruction and curriculum modification as it relates to adults with learning disabilities.
- Provide mechanisms for incorporating feedback from actual classroom application of the training on an on-going basis in order to better inform the development process.
- Serve as a regional resource in order to begin to develop capacity to address the staff development needs of adult educators in the region.
- Assist in the implementation of a statewide system to address the needs of young adults with learning disabilities.
- Assist in the planning and implementation of a statewide teacher training institute.
- Assist in the development and implementation of an on-going evaluation.
- Document the regional development process.

Eligibility: Eligible applicants are a partnership of two adult learning centers which serve low literacy adults (ages 16-21) some of whom have been identified as learning disabled. These adult learning centers may be LEAs, community colleges and other institutions of higher education, community-based organizations, libraries, or other municipal or non-profit organizations.

Funding Source: Since this program is supported with federal special education funds, all activities must serve students with special needs.

Funding: Applicants must submit an eight month spending plan for their project. Estimated allocation for funding for the Regional Centers of Development is \$300,000 - 350,000. It is expected that 5 proposals, one in each region, will be funded for an average of \$60,000 - 70,000 each. The regions are equivalent to the five served by SABES: Central, Greater Boston, Northeast, Southeast, and West.

Funding Use: Funds may be used for salaries and contractual services, travel, supplies including audio and visual tapes, texts and project consumables as well as printing and reproduction costs. The partnership should budget for one half-time coordinator and a teacher-student-administrator team from each of the two adult learning centers.

Project Duration: January 2, 1995 - August 31, 1995

Contact: Allyne Pecevich

Phone Number: (617) 388-3300 X348

Training to be provided: An Information Session will be held on Tuesday, October 25, 1994, from 10 a.m to 1 p.m. in Room 107A, Administration Building, Quinsigamond Community College, Worcester, MA.

**Massachusetts
Department of Education**

**Standard Application For
Program Grants**

INSTRUCTIONS

General Instructions: The Standard Application for Program grants has been developed for the purpose of collecting information for grant programs in a consistent and simplified manner. An application may contain up to four discrete parts as follows:

- Part I - general descriptor information which identifies the applicant, the source of funds and the general purpose of the grant;
- Part II - budgetary information structured in an object of expenditure or line item format and containing sufficient sub-line item information to comply with the relevant laws;
- Part III - a section including relevant statistical information required under the grant program;
- Part IV - a program descriptor section including detailed program information or any miscellaneous information not covered under the previous three parts.

Minimally an application will contain Parts I and II, and may include either or both Parts III and IV, depending on the unique requirements of the grant program. A current and appropriate master agreement covering specific compliance requirements applicable to the administration of grant funds, must be submitted with the application if the applicant has not already filed a three-year master agreement with the Department. In addition, a set of standardized schedules has been developed for the purpose of collecting supplemental information for certain programs and projects. Please refer to the request for proposals to determine which, if any, schedules are required to be filed with your application for funding.

Grant recipients are advised that: (1) separate and auditable records must be maintained for each project, (2) payrolls must be supported by time and attendance records, (3) salaries and wages of employees chargeable to more than one grant program must be supported by time distribution records, and (4) funds must be administered in compliance with relevant federal, state and local laws, regulations and policies.

Specific instructions: Part I (General Descriptor Information)

Item

- (A) Self explanatory
- (B) Indicate the name, title, address and telephone number of a person who will be responsible for answering questions and providing information regarding the grant project.
- (C) Indicate the name of the federal or state grant program under which you are applying for funds.
- (D) Reference the appropriate Request for Proposals for the relevant five digit number. For your information, the first two digits of the number correspond to the fiscal year (fiscal year 1995 would be "95") during which the project will operate. The last three digits correspond to the code assigned by the Department indicating the source of funds. A comprehensive list of these code numbers is available from the Department on request.
- (E) Self explanatory.
- (F.1) Check the appropriate line.
- (F.2) Check this line if the applicant agency proposes to operate and administer collaboratively the grant project using funds assigned by more than one agency. Complete and attach Schedule A, signing off on the amount of funds assigned by each participating agency.
- (G) Self explanatory.
- (H) Indicate the name you have chosen for the project.
- (I) Self explanatory.

- (J) The appropriate and responsible representative (i.e. the superintendent, collaborative director, or chief executive officer of an agency) must sign the certification, indicating his/her typed name, title and the date signed. In the absence of the above named officials, an assistant superintendent or similar administrator, depending on the agency, may sign provided that he/she has been appropriately delegated this authority.

Specific Instructions: Part II (Budgetary Information)

The budgetary part of the Standard Application for Program Grants contains financial information to support project expenditures. Its purpose is to consolidate budgetary information in a standardized format, using a line item or object of expenditure format. There are spaces reserved for coding information under each line item. Applicant agencies have the option of using these spaces to code expenditures according to the classification system prescribed by the Department of Education to assist them in completing their End of Year Reports (relevant to school districts only).

If the space provided on the application is insufficient to supply the requested information, attach additional sheets as necessary. However, please make every effort to use only the space provided.

There is sufficient detail in the budget format to cover most costs to be included under a project. However, all allowable items may not be listed (these can be included under "Other-Non Classified"), and certain listed items may not be allowable under all grant programs. Refer to the Request for Proposals or contact the appropriate representative of the Department if you have any questions regarding particular costs.

Item

(A) Self explanatory

- (1) Supervises project staff and/or directs the project. Costs included under this line item must be directly attributable to the project and documented.
- (2) Provides direct educational/instructional services under the project.
- (3) Provides services necessary to support direct educational/instructional services under the project. Costs included under this line item must be directly attributable to the project and documented.
- (4) If fringe benefits are offered to project staff, these benefits must be granted under approved plans and be consistent with the applicant agency's standards for similar costs supported with other than project funds.
- (5) Services which cannot be provided by other full or part-time staff employed by the project. Generally, these services are for a short-term period and provide a specific and identifiable product or service. Recipients must adhere to relevant procurement standards when advertising for or soliciting potential service providers. Costs for substitutes and stipends would normally be reflected in this budget line.
- (6) Costs for employees on official business incident to the project. Costs must be consistent with the applicant agency's standards for similar activities supported with other than project funds.
- (7) Costs necessary to carry out the project. Supplies are defined as expendable personal property having a useful life of less than one year or an acquisition cost of less than \$5,000 per unit.
- (8) Costs necessary to carry out the project. Materials and equipment are defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- (9) Other:

Advertising - Costs for newspaper, magazine, radio, television, direct mail, trade paper, or other advertising provided that the costs are solely for: (a) recruitment of personnel required for the project, (b) solicitation of bids for procurement of goods or services required for the project.

Maintenance and Repairs - Costs incurred for maintenance or repair of equipment purchased with project funds necessary to keep it in efficient operating condition.

Memberships and Subscriptions - Costs of membership in civic, business, technical and professional organizations provided that: (1) the benefit from the membership is related to the project, (2) the expenditure is for agency membership, (3) the cost of the membership is reasonably related to the value received, and (4) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.

Printing and Reproduction - Costs incurred for printing and reproduction services necessary for project administration, including forms, reports, manuals and informational literature.

Transportation - Costs for pupil travel to and from school, between schools and in and around school buildings and for appropriate field trips or site visits, etc. related to the project.

Telephone/Utilities - Direct costs for telephone/telecommunications service and utility expenses which relate exclusively to the project.

Rental of Space/Equipment - Direct costs for rental of space/equipment which relate exclusively to the project, provided that the total cost does not exceed the rental costs for similar space or equipment supported with other than project funds.

Non-classified - Use this category for allowable costs not included under the above line items.

- (10) For all school districts in Massachusetts, costs must be consistent with the rate established by the Department's Information and Outreach Services Cluster. For other than school systems, applicant agencies must comply with provisions of CFR 34 S.76.561. (Please note that indirect costs are not allowable under certain grant programs. If you have any questions regarding this issue, contact the appropriate representative of the Department.)

- (B) Optional - see preface of Part II under Specific Instructions.
- (C) List the title of the staff employed under the project. In identifying the title, you should attempt to relate the title to any certification or licensing standards which may be required for the position.
- (D) Indicate the actual number of staff (head count) for the positions listed under "Title."
- (E) Summarize and indicate the time funded as a percentage of full time equivalency for the positions listed under "Title."
- (F) For all positions listed under "Title", check if the staff are members of the Massachusetts Teachers' Retirement System (MTRS). (Disregard this requirement for state funded programs.)
- (G) Indicate the amount budgeted for the positions listed under "Title."
- (H) Indicate the subtotal of the amounts for each line item.
- (I) Indicate the amount of "Fringe Benefits" allocable to the Massachusetts Teachers' Retirement System.
- (J) Self explanatory
- (K) Self explanatory
- (L) Indicate the amount of funds allocable to "In-State Travel" and "Out-of-State Travel."
- (M) Self explanatory
- (N) Indicate the amount of "Supplies" allocable to "Instructional" and "Non-Instructional."
- (O) Identify the item and quantity to be purchased and provide a brief statement of need and the amount.
- (P) Indicate the amount of funds for "Materials and Equipment" allocable to "Instructional" and "Non-Instructional".
- (Q) Indicate the rate applied. Check the appropriate line. (Applicable to federal programs only -- see CFR 34S.76.563 for a list of programs where a restricted rate may be used.)

MASSACHUSETTS DEPARTMENT OF EDUCATION
STANDARD APPLICATION FOR PROGRAM GRANTS

PART I General Descriptor Information

A. APPLICANT: _____
(Legal Name of Agency)

ADDRESS: _____
(Street, City/Town, Zip Code)

B. CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____
(Complete if not the same as above)

TELEPHONE NO: _____

C. NAME OF GRANT PROGRAM/
SOURCE OF FUNDS: _____

D. IN RESPONSE TO REQUEST FOR PROPOSALS #: _____

E. TOTAL AMOUNT REQUESTED: \$ _____

F. TYPE OF PROJECT

- 1) Individual _____
2) Consolidated * _____

G. PROPOSED DURATION OF PROJECT: from ____ / ____ / ____ to ____ / ____ / ____
mo day yr mo day yr

* If this is checked,
please complete
SCHEDULE A signing
off on the amount of
funds assigned by each
participating agency.

H. TITLE OF PROJECT: _____

I. BRIEF DESCRIPTION (In the space provided, please describe the activity to be conducted, the population to be served and the primary objective of the project):

J. I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE; THAT THE APPLICANT AGENCY HAS AUTHORIZED ME, AS ITS REPRESENTATIVE, TO FILE THIS APPLICATION; AND THAT I HAVE FILED A CURRENT AND APPROPRIATE MASTER AGREEMENT COVERING SPECIFIC COMPLIANCE REQUIREMENTS APPLICABLE TO THE ADMINISTRATION OF GRANT FUNDS.

TYPED NAME

TITLE

SIGNATURE

DATE

DEPARTMENT USE ONLY

NAME OF SERVICE GROUP OR CLUSTER

REVIEWING APPLICATION: _____

REVIEWED BY: _____ DATE: _____

RECOMMENDED

FOR APPROVAL BY: _____ DATE: _____

FINANCIAL MANAGEMENT

PROJECT #: _____

REVIEWED BY: _____ DATE: _____

PROJECT EXPENDITURES

PART II Budgetary Information

DETAILED INFORMATION							
						Check the box below if the identified employee(s) is/are a member of the Mass. Teachers' Retirement System	
A. LINE ITEM	B. (Optional) CODE #	C. TITLE	D. NUMBER OF STAFF	E. FTE	F. MTRS	G. AMOUNT	H. SUBTOTAL FOR LINE ITEM
(1) ADMINIS- TRATORS						\$	
						\$	
						\$	
						\$	
						\$	
(2) INSTRUC- TIONAL/ DIRECT SERVICE STAFF (PROFESS- IONAL STAFF)						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
			.			\$	

DETAILED INFORMATION							
<div> <div> Check the box below if the identified employee(s) is/are a member of the Mass. Teachers' Retirement System </div> </div>							
A. LINE ITEM	B. (Optional) CODE #	C. TITLE	D. NUMBER OF STAFF	E. FTE	F. MTRS	G. AMOUNT	H. SUBTOTAL FOR LINE ITEM
(3) NON- INSTRUC- TIONAL/ SUPPORT STAFF						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
(4) FRINGE BENEFITS		ACTIVITY				\$	
		I. Massachusetts Teachers' Retirement System					\$
		(List other fringe benefits to be provided and indicate the total amount of these benefits below).					

PROJECT EXPENDITURES

DETAILED INFORMATION

LINE ITEM	(Optional) CODE #	ACTIVITY	AMOUNT	SUBTOTAL FOR LINE ITEM
(5) CONTRACTUAL SERVICES		J. (Briefly describe the services to be provided and the rate to be paid per hour or day, whichever is applicable.)		
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
(6) TRAVEL		K. (Briefly describe who will be traveling where and why).		
		L. (Summary) In-State Travel	\$	
		Out-of-State Travel	\$	
(7) SUPPLIES (Items costing less than \$5,000 per unit or having a useful life of less than one year)		M. (Briefly describe and justify the supplies to be purchased)		
		N. (Summary) Instructional	\$	
		Non-Instructional	\$	

PROJECT EXPENDITURES

DETAILED INFORMATION				
LINE ITEM	(Optional) CODE #	ACTIVITY	AMOUNT	SUBTOTAL FOR LINE ITEM
(8) MATERIALS AND EQUIPMENT (Items costing \$5,000 or more and having a useful life of more than one year)		Q. (Itemize and state below the need for each item)		
		ITEM	NEED	AMOUNT
(9) OTHER		P.(Summary) Instructional		
		Non-Instructional		\$
		(Briefly explain in the spaces provided)		\$
		Advertising		\$
		Maintenance & Repairs		\$
		Memberships & Subscriptions		\$
		Printing & Reproduction		\$
		Transportation		\$
		Telephone/Utilities		\$
		Rental of Space/Equipment		\$
		Non-Classified		\$
				\$
				\$
				\$
	10) INDIRECT COSTS		Q. Approved Rate: _____	\$
11) TOTAL FUNDS REQUESTED				\$

**MASSACHUSETTS DEPARTMENT OF EDUCATION
STANDARD APPLICATION FOR PROGRAM GRANTS
SCHEDULE A
(Consolidated Assignment Schedule)**

1) This schedule is to be completed if the applicant agency operates and administers a grant project using funds assigned by more than one agency.

2) Agency operating and administering the project:

(Legal Name of Agency)

3) Name of grant program/source of funds:

4)

Legal Name of
Participating Agencies

Amount of
Assigned Funds

* Authorized Signature

_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Total of Assigned Funds: \$ _____

* I/We assign the identified funds to the project described in the accompanying grant application. The indicated agency is authorized to receive and disburse funds for the purpose of operating the project.

**MASSACHUSETTS DEPARTMENT OF EDUCATION
STANDARD APPLICATION FOR PROGRAM GRANTS
SCHEDULE B
(Cost Sharing or Matching Schedule)**

- 1) The schedule is to be included with and supplements the information provided on "The Standard Application for Program Grants," and must be completed for any grant projects which contain a cost sharing or matching funds requirement.
- 2) Applicant: _____
(Legal Name of Agency)
- 3) Name of grant program/source of funds:

- 4) "Cost sharing or matching" means the value of third-party contributions and that portion of a grant-supported project or program not supported by the federal or state government. (See CFR 34 s74.50-74.57 and the relevant program regulations for additional requirements and information).
- 5) The applicant must maintain and provide to the appropriate representative of the Department of Education on request, auditable records including related documentation to support any costs used in computing the shared or matched portion of the applicant's contribution as indicated in Column B below.
- 6) Complete the summary budget below:

LINE ITEM	COLUMN A* Amount of Project's Contribution	COLUMN B Applicant's Contribution	COLUMN C Total of Columns A & B
1. Administrators			
2. Instructional/Direct Service Staff			
3. Non-Instructional/ Support Staff			
4. Fringe Benefits			
5. Contractual Services			
6. Travel			
7. Supplies			
8. Materials & Equipment			
9. Other			
10. Indirect Costs			
11. Total			

* The amounts under this column must agree with the corresponding subtotals included under the line items of the "Standard Application for Program Grants."

PART III: STATISTICAL INFORMATION

There is no statistical information required for The Adult Learning Disabilities Project.

PART IV: PROGRAM INFORMATION

INSTRUCTIONS

Applicants for funds from the Department of Education are required to provide narrative information. Qualitative information is needed in order to make fair and informed funding decisions. Therefore, applicants should:

- * Review the Purpose of the program. Your expected results should be tied to the program purpose.
- * Review the Priorities of the grant program. Your planned activities should reflect the program priorities.
- * Consult Purpose, Priorities and/or eligibility to identify your targeted population.
- * Respond to all of the five questions in the narrative outline included in the order in which they appear.
- * Use the same numbers for each question in your narrative as are used in the narrative outline.

The narrative should be no more than 4 pages in length. It is advisable to be concise. Your narrative will not be judged by its length; you will benefit more from a focused and succinct response to the questions.

NARRATIVE OUTLINE

1. Demonstrate the need for this program in your agencies and in your region.
2. What will be the major activities of the program? What are the expected results?
3. How will the funds be used to improve teacher and student learning?
4. How will the program interrelate with school district programs, other adult education programs in the region, regional resources (SABES) and colleges and universities?
5. How will you evaluate the effectiveness of the program?

ADDITIONAL INFORMATION

1. Technical Assistance

Technical assistance is available from Allyne Pecevich at the Department of Education. An information session will be held on October 25, 1994.

2. Assembly of the Grant Package

The partnership application must include a Part I and a Part II for each partner, and a combined Part IV, stapled together. Or, if one partner is willing to take the full responsibility for administering the funds, then only one Part I, Part II and Part IV should be submitted by that lead agency.

3. Submission of the Grant

Application Due Date: Applications must be received in the Department of Education by 5:00 p.m. on Monday, November 14, 1994.

DOE Contact and Location: Allyne Pecevich, ACLS
Department of Education
350 Main St.
Malden, MA 02148

Number of Copies: 1 original and 3 copies

Important Reminder:

Original signature of Superintendent or Program Director is required.

4. The Review Process

The review process will take into account the competitive nature of this group of grants by assigning point values to the various criteria. There will be a maximum point value of 100. The review process will consist of the following:

- a. Log-in and review for completeness;
- b. Program review, rating, and ranking;
- c. Technical review for compliance with laws, regulations, Board of Education policy, and budget item placement; and
- d. Recommended grants being submitted to Board of Education for review and approval on December 20, 1994.

In addition, the review may include site visits for applicants identified as finalists.

REVIEW AND RATING FORM

Criteria	Point Value
Need Do the demonstrated needs justify the proposed project?	10
Activities Do the activities meet the grant priorities?	30
Expected Results Do the expected results reflect the program purpose?	20
Improvement of Teacher and Student Learning To what degree does the total program impact on teacher skills and student achievement?	15
Interrelatedness with other programs Does the program demonstrate movement toward coordination on the local, regional and state level?	15
Evaluation What is expected to change as a result of the program? How will change be measured?	5
Budget Is the budget reasonable? Does it reflect appropriate activities and allowable fund use?	5
Total	100

INFORMATION SESSION SCHEDULE AND DIRECTIONS

An information session will be held for all those interested in applying as Regional Centers of Development.

Date: Tuesday, October 25, 1994
Time: 10 a.m. - 1 p.m.
Location: Room 107A
Administration Building
Quinsigamond Community College
670 West Boylston Street
Worcester, MA

Directions to Quinsigamond

From Boston or East of Route 495

Massachusetts Turnpike to Rt. 495 North
Rt. 495 North to Rt. 290
Rt. 290 West to Rt. 190
Rt. 190 North to Exit 1
West Boylston Street—North 1 mile to campus

From Lowell or North

Rt. 495 to Rt. 2 West
Rt. 2 to Rt. 190
Rt. 190 South to Exit 4
West Boylston Street—South 1½ miles to campus

From Springfield or West

Massachusetts Turnpike to Rt. 290
Rt. 290 East to Rt. 190
Rt. 190 North ½ mile to Exit 1
West Boylston Street—North 1 mile to campus

By Public Transportation

Public transportation is available within the City of Worcester. Students can travel to campus using either the West Boylston Street or Burncoat Street routes.

